

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, December 19, 2013, 10:30 a.m.
1424 Admiral Court, Second Floor Reading Room
Green Bay, WI 54303

MEMBERS PRESENT: W. VandeCastle–Vice Chair, S. Popp, B. Goodlet, A. LaHaie

MEMBERS ABSENT: None

OTHERS PRESENT: R. Strong, R. Hallet, S. Schmutzer, Ka Vang, C. Androsky

APPROVAL OF MINUTES:

1. Approval of the November 21, 2013, minutes of the Green Bay Housing Authority

A motion was made by W. VandeCastle and seconded by A. LaHaie to approve meeting minutes of October 17, 2013 as presented. Motion carried.

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

2. Discussion and possible action on election of officers and appointment of an interim Secretary/Executive Director.

R. Hallet stated that a new Commissioner had been appointed but was unable to make today's meeting. The new Commissioner is Brad Hansen, an engineer at Berners-Schober. The Authority now has the option to appoint officers at today's meeting or forgo appointment until the next meeting when the new Commissioner would be present; however, an appointment of an interim Secretary/Executive Director is needed immediately due to R. Strong's retirement. R. Strong elaborated that W. VandeCastle is the Vice Chair of the Green Bay Housing Authority, but an acting Secretary needs to be appointed. R. Strong recommended the Authority appoint R. Hallet to the position of interim Secretary/Vice Chair.

W. VandeCastle made a motion to appoint R. Hallet to the position of interim Secretary/Executive Director, seconded by B. Goodlet. Motion carried.

W. VandeCastle expressed support for waiting to appoint other officers until the new Commissioner is in place.

3. Approval of Resolution #13-06 Designating Public Depository and Authorizing Withdrawal

S. Schmutzer explained that R. Strong's departure would leave only R. Hallet as an authorized signer for Green Bay Housing Authority depository and withdrawal responsibilities. This includes cash and check dispersal. As such, she recommended W. VandeCastle undergo the authorization process. W. VandeCastle agreed.

B. Goodlet made a motion to authorize W. VandeCastle for depository and withdrawal responsibilities for the Green Bay Housing Authority. A. LaHaie seconded. Motion carried.

4. Discussion and possible action on Depository Agreement with Nicolet National Bank

S. Schmutzer reported that HUD requires the Green Bay Housing Authority to have a general deposit agreement with every bank it has funds with. The Authority therefore needs to prepare and execute a Depository Agreement with Nicolet National Bank. R. Hallet explained that this is a state-wide requirement in which HUD is currently confirming if these forms are on file for all Housing Authorities across Wisconsin.

S. Popp asked for more information on the issue. S. Schmutzer clarified that it is an agreement between the bank and the Housing Authority, stating that the bank will follow the financial regulations that HUD puts forth. Housing Authority funds have special stipulations, and may not be used for certain banking activities, including money markets, stock purchase, and bond issuance.

W. VandeCastle stated that this agreement is typical of most municipal-bank relationships. Financial regulations require that municipal funds be kept to a higher standard of security.

W. VandeCastle made a motion to approve the Depository Agreement with Nicolet National Bank. S. Popp seconded. Motion carried.

5. Discussion and possible action on Insured Cash Sweep account at Nicolet National Bank.

S. Schmutzer reported that certain Green Bay Housing Authority funds were currently uninsured because they were over the \$250,000 FDIC insurance coverage amount. To correct this, an Insured Cash Sweep account is being created to ensure that all GBHA funds are insured.

S. Popp made a motion to approve the creation of an Insured Cash Sweep account at Nicolet National Bank. B. Goodlet seconded. Motion carried.

6. Approval to award Scattered Site flooring contract to lowest responsive and responsible bidder.

R. Hallet explained that the Green Bay Housing Authority currently has a blanket contract with private contractors for specific rehabilitation work at the Scattered Sites. The GBHA's current contract for flooring replacement is set to expire at the end of the year. A new bid had recently been issued, to which four private contractors had submitted quotes. HJ Martin & Sons is the low bidder.

S. Popp made a motion to approve the awarding of the Scattered Sites flooring contract to HJ Martin & Sons as the lowest responsive and responsible bidder. W. VandeCastle seconded. Motion carried.

INFORMATIONAL:

7. Feedback on Smoke-Free Policy

R. Hallet reported that all Green Bay Housing Authority residents had been made aware of the Smoke-Free Policy. This included both Mason Manor and Scattered Sites residents. At this point, 93 residents of Mason Manor returned their signed notifications, leaving 59 still unresponsive. Residents were provided an opportunity to comment on the policy change. Of the received responses, six were negative and were largely expressing their opinions that the policy was an infringement on their right to smoke in their own home. Approximately twice that many were positive toward the policy change. Only 18 of the notifications to Scattered Sites residents had been returned. Staff will send a second notice to follow up on the unreturned notifications for both Scattered Sites and Mason Manor.

A. LaHaie explained that the general grievance against the Smoke-Free policy is a sense that the policy infringes on residents' personal liberties. The residents of Mason Manor have expressed differing opinions toward the policy, both for and against.

S. Popp asked if E-Cigarettes were allowed under the final policy. R. Hallet replied that yes, as suggested at the last meeting, the policy had been changed to allow E-Cigarettes.

FINANCIAL REPORT AND BILLS:

S. Schmutzer reported on the financial report and bills. S. Popp inquired as to where the funding for the Mason Manor Holiday Party was listed. S. Schmutzer explained that it was listed under the Tenant Services section of the financial report.

W. VandeCastle made a motion to approve the financial reports. B. Goodlet seconded. Motion carried.

W. VandeCastle entered a motion to approve the Bills. S. Popp seconded. Motion carried.

STAFF REPORT:

8. Langan Investigations report for the month of November

R. Hallet reported that there were no new housing applications for the month of November. There were two fraud investigations which have since been closed. W. VandeCastle clarified that the term "fraud" may not be accurate in all cases. A more appropriate term would be "contract violation." This is because the terms have different legal and procedural connotations.

R. Strong asked if the action of turning some contract violation cases over to the County for prosecution effect the terms used. W. VandeCastle stated that in these cases the perpetrator had committed an act of fraud, so that term was used in those cases.

W. VandeCastle made a motion to approve the Langan Investigations report and place on file. A. LaHaie seconded. Motion carried.

9. Occupancy Report

R. Hallet reported that Mason Manor currently had four vacant units, all of which were one bedroom and all except one have an in-house transfer. S. Popp inquired if any of the vacancies are due to the Smoke-Free policy to which; K. Vang replied they are not. R. Hallet went on to report that there were three vacant units in the Scattered Sites and two upcoming vacancies in January. Mason Manor had five upcoming vacancies. S. Popp inquired as to the reason why there were a relatively high number of upcoming vacancies in Mason Manor. R. Hallet explained that the time of year is a factor: The population of Mason Manor often undergoes changes in living circumstances during winter months, with some residents needing to move to assisted living and some passing away.

R. Hallet reported on the waiting list and applicant numbers for both Scattered Sites and Mason Manor. S. Popp asked if any of the upcoming vacancies in Mason Manor were two-bedroom units. K. Vang responded no, they were all one-bedroom units.

It was reported by R. Hallet that the Mason Manor Occupancy Rate for November was 97.39%. The Occupancy Rate for Scattered Sites for the same period was 98%.

S. Popp commented on the length of the Mason Manor waitlist. R. Hallet replied that there are a large number of units at Mason Manor which require maintenance and cleanup, and that the Mason Manor maintenance employee is kept busy. S. Popp asked if having a cleaning service or hiring someone else to clean vacated units had ever been discussed. R. Hallet responded that yes, this had been discussed; however, the feedback is that Mason Manor's current

maintenance person has a high standard of cleaning and would prefer to do it himself. S. Popp voiced the opinion that this issue is worth exploring. R. Hallet responded that she would investigate this idea. K. Vang elaborated that the Mason Manor maintenance employee is capable of prioritizing projects in order to get all the work done. S. Popp inquired if Mason Manor units remained vacant because the maintenance employee was occupied with other Mason Manor projects. K. Vang explained that this was not the case. High-priority work orders are scheduled in advance and completed quickly. K Vang clarified that the maintenance employee can turn over five units in a one-month period.

A. LaHaie inquired on the progress of pest control at Mason Manor. K. Vang outlined the circumstances of working with a particular resident who is resisting inspection of his unit. W. VandeCastle stated that Mason Manor staff is legally obligated to give a 24-notice before entering the unit, staff can lawfully inspect the unit for pests. A. LaHaie described the residents desire for an environment free of pests. K. Vang explained the proactive measures taken by GBHA staff to maintain a pest-free environment.

W. VandeCastle made a motion to accept the Occupancy Report and place on file. A. LaHaie seconded. Motion carried.

A motion was made by S. Popp and seconded by A. LaHaie to adjourn the meeting. Motion carried. The meeting was adjourned at 11:18 am.

ca:RAH:jd